



PO Box 201800 1515 East 6<sup>th</sup> Avenue Helena, MT 59620 (406) 444-3115

**To:** Montana Libraries Participating in the Interlibrary Loan Reimbursement Program

**From:** Stacy Bruhn, Administrative Assistant

**Subject:** Interlibrary Loan Reimbursement

**Date:** June 3, 2008

Enclosed are new ILL reimbursement request forms for FY 2008. Please use these forms or a similar format for requesting reimbursement for interlibrary loans that you have filled **to other Montana libraries.**

In FY 2007, MSL reimbursed eligible libraries at a rate of \$0.98 for all loans and \$4.71 for net loans. Since only one payment for the fiscal year will be made, the rate per loans will be calculated after we receive and review requests.

A few reminders about the ILL reimbursement program:

- 1) This year reimbursement will be calculated using a formula based on both the number of items loaned and the number of items borrowed. Fifty percent of the monies available for interlibrary loan reimbursement will be divided by the total number of loans with the result being applied to each loan and then reimbursed accordingly. The other half of the monies will be divided by the number of net loans (the number of items a library loans above the number of items they borrowed) with the result being applied to each loan and then reimbursed accordingly. The sum of these two calculations will be your library's total ILL reimbursement.
- 2) Remember that you must keep your ILL records for at least 3 years and make them available if your library is audited by the state regarding this reimbursement program.
- 3) We will continue to honor interlibrary loans to **eligible Montana libraries.**
- 4) We must receive your completed request **within ten working days of June 30, 2008, that is by July 16, 2008.** No exceptions will be made.
- 5) You may **not** carry over un-reimbursed transactions from one fiscal year to the next.
- 6) If you send someone a copy of an article that counts as one transaction regardless of the number of pages in the article.

Thank you for your cooperation. If you have any questions about ILL reimbursement, please call me at (406) 444-3115 or e-mail: ABruhn@mt.gov.

Return requests for ILL reimbursement to: **ILL Reimbursement  
Montana State Library  
PO Box 201800  
Helena MT 59620-1800**

Enclosures: Instructions for Completing ILL Reimbursement Forms  
Request for Interlibrary Loan Reimbursement Under MCA 22-1-325 through 22-1-331  
Record of Libraries Loaned to  
Administrative Rules of Montana

# Instructions for Completing ILL Reimbursement Forms

## Request for Interlibrary Loan

- (1) Name of Library requesting reimbursement.
- (2) Please provide the federal tax id number for your library.
- (3) Name and phone number of person preparing the ILL reimbursement request forms.
- (4) Indicate the **total number** of interlibrary loans your library made to other Montana libraries.
- (5) **Indicate the total number of items your library borrowed through interlibrary loans from other Montana libraries.**
- (6) Statement of accuracy of report of eligible loans for which reimbursement is requested.
- (7) **Interlibrary Loan Competency Certification** - Each library is required to annually certify that the person responsible for processing interlibrary loans has either completed ILL training approved by the Montana State Library or that the person has successfully completed an ILL Self-Assessment Tool. The library director must sign this certification.
- (8) Signature of Library Director and date signed.

## Record of Libraries Loaned To

- (1) Please use a library NUC, OCLC symbol or library name.
- (2) Indicate the number of interlibrary loans made to the corresponding library.

## General Instructions

- (1) Each item sent, whether book, magazine/periodical, audiovisual title, government document/technical request, or a copy thereof shall be counted as one interlibrary loan. Names of the items sent need not be listed, only the number of items. Reimbursement is not given for unfilled requests, only for items actually sent.
- (2) The reports must be received by the Montana State Library within 10 working days after June 30, 2008, that is by July 16, 2008.
- (3) Records must be kept for at least three years and made available to state auditors upon request.

**NOTE: PLEASE MAKE MULTIPLE COPIES OF THE RECORD OF LIBRARIES LOANED TO FORM IF NEEDED.**

***Return to:***  
**ILL Reimbursement**  
**Montana State Library**  
**PO Box 201800**  
**Helena MT 59620-1800**

# Request for Interlibrary Loan Reimbursement Under MCA 22-1-325 Through 22-1-331

Reporting Period: July 1, 2007 through June 30, 2008

**Forms must be received by the Montana State Library by July 16, 2008.**

(1) Reporting Library \_\_\_\_\_

(2) Your Library's Federal Tax ID Number

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(3) Name Person Preparing Request \_\_\_\_\_

Phone \_\_\_\_\_

(4) Number of items our library **loaned** to other Montana libraries in FY2008 for which we are requesting reimbursement.

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(5) Number of items our library **borrowed** from other Montana libraries in FY2008 for which we are requesting reimbursement.

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(6) Number of net loans for which your library is requesting FY2008 ILL reimbursement. (i.e. Subtract line 5 from line 4. If the result is greater than zero, this is your net loan amount. If the result is less than or equal to zero, your net loan amount is zero.)

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(7) To the best of my knowledge, this request for reimbursement, and the attached sheets, indicating the borrowing libraries and the number of items loaned to each, are accurate representations of the number of items lent by our library, which are eligible for reimbursement under MCA 22-1-325 through 22-1-331.

(8) I hereby certify that the person[s] responsible for processing Interlibrary Loans for this library has/have demonstrated competence regarding the application of the standardized ILL protocols and has completed either: **[Please check one]**

\_\_\_\_\_ A) Interlibrary Loan Training approved by the Montana State Library, or  
\_\_\_\_\_ B) Interlibrary Loan Self-Assessment Tool.

(9) \_\_\_\_\_  
Signature of Library Director

\_\_\_\_\_  
Date

**Return to:**  
**ILL Reimbursement**  
**Montana State Library**  
**PO Box 201800**  
**Helena MT 59620-1800**

**Record of Libraries Loaned to****Request for Interlibrary Loan Reimbursement Under 22-1-325 through 22-1-331, MCA**

Reporting Period: July 1, 2007 through June 30, 2008

***Forms must be received by the Montana State Library by July 16, 2008.*****Reporting Library Name**

(10) Libraries Loaned To	(11) Number of Items Loaned

***Return to:*** ILL Reimbursement Montana State Library PO Box 201800 Helena MT 59620-1800

# Administrative Rules of Montana

## 10.102.4001 REIMBURSEMENT TO LIBRARIES FOR INTERLIBRARY LOANS

- (1) Definitions used in this subchapter include:
  - (a) "Interlibrary loan" means the loaning or provision of copies of library materials from one Montana library to another Montana library. Such materials are to include, but are not limited to, the following: book, copy in lieu of book, magazine/periodical, copy in lieu of magazine/periodical, audiovisual title, government document/technical report, and pamphlets, some of which are to be returned.
  - (b) "Libraries eligible for interlibrary loan reimbursement" are defined in [22-1-328\(2\)](#), MCA.
  - (c) "Net loaning libraries" are those libraries whose interlibrary loans exceed their borrowing of library materials during the year for which they seek net loaning reimbursement, provided the libraries reported and requested reimbursement for the loans.
- (2) Reimbursements will be made on an annual basis based on the following:
  - (a) Reimbursement will be made at a rate determined by the State Library.
    - (i) This rate is based upon an estimated number of annual interlibrary loans (ILL) in Montana and available funds.
    - (ii) Available funds for ILL reimbursement will be divided evenly in half.
    - (iii) Every eligible library will be reimbursed from one-half these total available funds. These funds, shared between every eligible library, shall be called "simple loaning reimbursement".
    - (iv) Simple loaning reimbursement will be computed by dividing the total available funds in half, and distributing that half of the funds in proportional amounts to every library eligible for simple loaning reimbursement. The total amount of money available to the State Library for simple loaning reimbursement will be divided by the total number of loans reported to obtain the per-loan rate of reimbursement. The rate of reimbursement will then be applied to each simple loan to determine the amount of reimbursement for each library.
    - (v) Only net loaning libraries are eligible for reimbursement from the remaining half of the total available funds after simple loaning reimbursement funds are distributed. These funds shall be called "net loaning reimbursement".
    - (vi) Net loaning reimbursement will be computed by dividing the total amount of money available to the State Library for net loaning reimbursement by the total number of net loans reported to obtain the per-loan rate of reimbursement. The rate of reimbursement will then be applied to each net loan to determine the amount of reimbursement for each library.
    - (vii) These rates may be adjusted if deemed necessary by the State Library by dividing any remaining funds by the number of interlibrary loans claimed for reimbursement.